

**REQUEST FOR PROPOSALS
FOR
GENERAL CONTRACTOR/CONSTRUCTION MANAGER (GC/CM)**

**ANACORTES MULTIMODAL TERMINAL
WASHINGTON STATE FERRIES PROJECT NO. XL 1714**

**WASHINGTON STATE FERRIES
Terminal Engineering
811 First Avenue, Suite 300
SEATTLE, WA 98104**

February 2005

INSTRUCTIONS FOR PROPOSERS

1.0 INTRODUCTION

The Washington State Ferries will be accepting proposals from experienced General Contractor/Construction Manager (GC/CM) firms for the construction of the Anacortes Multimodal Terminal. WSF intends to award this Contract utilizing a competitive negotiation process authorized by RCW 39.10.061. The first step shall consist of the submittal of a proposal, as set forth in Section 6, Paragraph 6.0 through 6.4 of these instructions, which will be evaluated in accordance with the criteria set forth in Section 10 of these instructions. Based on this evaluation the highest ranked firms will be asked to participate in an interview. After the interview the highest ranked firms will be asked to submit a final proposal including sealed bids for the percent fee of MACC (Maximum Allowable Construction Cost) and fixed amount for specified general conditions work for the Anacortes Multimodal Terminal. The highest ranked firm based on the bids submitted and the other factors set forth herein will be selected to enter into a pre-construction services contract and later to begin MACC negotiations. If the parties cannot agree on a MACC as described in Section 5.4, the negotiations will be terminated and the WSF reserves the right to begin negotiations with the next highest ranked proposer. All provisions of this RFP will become a part of the Contract. The GC/CM's written response to the RFP will also become a part of the Contract. All costs incurred by firms choosing to participate in this RFP process shall be borne by the proposing firms.

2.0 PROJECT DESCRIPTION

The Anacortes Multimodal Terminal project will consist of a new multistory terminal building of approximately 54,000 square feet, adjacent parking structure, roadway connections, utility improvements, connection to existing overhead loading, retaining walls and a pedestrian overpass. The estimated construction cost of the Anacortes Multimodal Terminal is \$30 Million and it is expected to be completed in the spring of 2007.

3.0 SCHEDULE

The following is a tentative schedule for these events.

3.1 Designs and Construction

Design, Construction Docs.	January 2005 – August 2005
Permitting and WSF Review	March 2005 – September 2005
Construction	October 2005 – May 2007
Commissioning	May 2007 – July 2007

3.2 Selection of the GC/CM

2/17/05 - 3/10/05	Publication announcing the Request for Proposals (RFP) appears in the Daily Journal of Commerce & Anacortes American.
3/7/05	Project Information Meeting for Presentation of the Pre-Design and a Tour of the Site.
3/25/05	Proposals are due from interested GC/CM firms, 4:00 p.m.
4/8/05	WSF completes selection of firms to be interviewed and notifies all firms of the results of the selection.
4/19/05	Interviews.
5/6/05	Requests for Final Proposals for MACC % fee and general conditions work are sent to the selected finalists. Unsuccessful firms are notified.
5/20/05	Final Proposals are due.
6/3/05	Final selection complete. Successful and unsuccessful firms are notified.
6/10/05	Schematic Design Complete
6/24/04	Pre-construction services contract awarded
10/14/05	Design Development Complete
11/05	MACC negotiations are completed
12/05	GC/CM Contract awarded.

4.0 SCOPE OF GC/CM SERVICES

The WSF is seeking a GC/CM firm to coordinate and manage the building process as a member of a team with the WSF and other project consultants. The GC/CM firm should be skilled in developing schedules, preparing construction estimates, performing value engineering and life-cycle costing, analyzing alternative designs, studying labor conditions, understanding construction methods and techniques, performing constructability reviews, sequencing of work, and coordinating and communicating the activities of the Team throughout the design and construction phases to all members of the construction Team. In addition the GC/CM must be familiar with the local labor and subcontracting market and be capable of working with subcontractors to generate viable pricing alternatives.

5.0 SELECTION AND AWARD PROCESS

The WSF is contracting for GC/CM services in accordance with the process authorized by RCW 39.10.061. The process for selection, negotiation of the MACC, award of the contract, and payment for preconstruction work is anticipated to be as follows:

5.1 Anyone interested in becoming the GC/CM may submit a proposal in accordance with the submittal requirements set forth in Section 6 of these instructions.

5.2 On the basis of the evaluation criteria set forth in Section 10 of these instructions the firms/teams submitting proposals will be ranked. The highest ranked firms/teams will be asked to an interview. The interview scores and original scores will be added together and the evaluation committee will select the ranked firms/teams to submit final proposals for the fee and fixed amount for specified general conditions.

5.3 Final proposals will be evaluated and the scores added to the other scores. The firm/team with the highest scoring proposal based on the selection committee's evaluation of the original submittals, the interview, and the final proposal will be asked to submit a Preconstruction Work Plan and proposed fee. Subject to approval of the Preconstruction Work Plan and fee by the WSF, the Contractor shall immediately execute an Agreement for Preconstruction Services, which shall be solely for the performance and payment of preconstruction services. Failure to submit a Preconstruction Work Plan satisfactory to the WSF within seven (07) calendar days of WSF's request may render Contractor's proposal nonresponsive. It is anticipated that MACC negotiations will occur when the scope of the project is adequately defined as determined by the WSF, but no later than the conclusion of Design Development. At the time a MACC is successfully negotiated, the parties will sign the GC/CM Contract, which contract will supercede and incorporate all of the Agreement for Preconstruction Services, thereby merging the two agreements.

5.3.1 An example of the type of services the GC/CM might be requested to perform during preconstruction and construction is provided at Attachment III for information.

5.4 MACC negotiations will take place prior to execution of the GC/CM Agreement. The Contractor's MACC estimate shall be completed at a time directed by WSF after receipt of the schematic design documents. MACC negotiations shall be completed within 30 days of the receipt of the Contractor's MACC estimate. Should the Contractor and WSF not agree on a MACC the WSF may cancel the negotiations and begin to negotiate with the next highest ranked firm/team. Should the WSF choose to cancel the negotiations upon failure to achieve a MACC, such cancellation will be effective upon receipt of written notification to the Contractor. Contractor shall not be reimbursed for the MACC negotiations.

6.0 PROPOSAL FORMAT/ SUBMITTALS

Every respondent must reply to each of the items set forth below in a clear and concise manner. Responses must be in the same order as listed below. Brevity is preferred. Pay attention to specific requests for information. All proposals shall be single bound in 8 1/2 x 11 format; six (6) copies are required. The submittals shall be organized in a manner that will enable the GC/CM Selection Panel to quickly access pertinent information. In consideration of the reviewer's time, every effort should be made to avoid duplicating the information presented in the submittals. Submit copies of the proposal by mail or messenger, no later than 4:00 p.m., 25 March, 2005 to:

Washington State Ferries
Terminal Engineering
811 First Avenue, Suite 300
Seattle, WA 98104
Attention: Jim McPherson, Project Manager

6.1 Letter of Interest: To be no more than two (2) pages long. The letter of interest may contain any information not shown elsewhere in the submittals.

6.2 Presentation of the Project Team: Describe the proposed GC/CM team, including team members, the organization and the responsibilities of the prime and each sub-contractor firm or of each member of the joint-venture if a joint-venture is proposed. At a minimum include:

6.2.1 A statement stipulating whether the GC/CM is a prime contractor or a joint venture. In either case, provide a listing of the firms that comprise the GC/CM Team and their relative involvement in the project. If subcontractors or joint-venture teams are proposed, indicate projects where the team has had experience in working together. If the GC/CM is a joint venture, a copy of the joint venture agreement should be submitted. The joint venture agreement or other documents submitted by the proposer should specify the degree of control each joint venturer will exercise, the distribution of profit and loss, and the identification of work responsibilities each will exercise.

6.2.2 An organization chart.

6.2.3 The staffing requirements for and key individuals assigned to the GC/CM team for this project. Prepare separate listings for the preconstruction and construction phases. List the title of the position, the name and qualifications of the individual to be assigned (the Principal in Charge or Corporate Executive dedicated to the project, the Project Manager, the Superintendent, the estimator, the scheduler and the safety officer shall be identified), the firm within the GC/CM team responsible for this function, the hourly rate to be charged for work performed by the individual assigned (if reimbursable), and the extent of involvement of the individual assigned during each phase of the project

(preconstruction, subcontract buyout and construction) expressed as a percentage. (100% = full time). **If selected to submit a Final Response, proposer acknowledges that it will provide, for the duration of the project, the full compliment of staff, including the specific persons identified in this Proposal.**

6.2.4 A description of the experience the personnel assigned to this project have had in managing similar projects.

6.3 Qualifications:

6.3.1 Qualifications of the firms comprising the Project Team.

Provide a brief description of the history and capabilities of each firm in the Project Team. Describe the types of projects or services the firm normally performs and the relative value and dollar value of each.

6.3.2 Qualifications of the individual members of the Project Team.

Provide the qualifications of the individuals who have been identified elsewhere in the proposal. Include resumes with the history of employment, education, experience especially on projects in facilities that have remained in operation during renovation, length of time with the firm and any other information the selection committee might find useful in evaluating the qualifications of the individual nominated.

6.4 Proposals: Proposals shall include responses to the following questions:

6.4.1 Past Performance of the GC/CM Team in completing GC/CM projects or projects with a Guaranteed Maximum Price. What has been the experience of your firm in completing GC/CM projects? Provide a list of five completed projects. For each project provide the duration of construction, the final cost, a reference who is familiar with your firm's performance and note if any of the individuals named in your project team participated as members of the project team for the listed project. If your firm has not completed five GC/CM projects in Washington, then list projects you believe were successfully completed using a similar format; e.g., CM/GC or GMP.

6.4.2 Past Performance of the GC/CM Team in completing projects similar to the Anacortes Multimodal Terminal. What has been the experience of your firm in completing projects of a similar size and type to the Anacortes Multimodal Terminal? Provide a list of three completed projects. For each project listed provide a description of the project, the duration of construction, the final cost, a description of the pre-construction services performed by your firm, a reference who is familiar with your firm's performance in completing the project and note if any of the individuals named in your project team for the Anacortes Multimodal Terminal project also participated as members of the project team for the listed project. Highlight experience on projects requiring facilities to remain in operation during construction.

6.4.3 Ability of the GC/CM Team to control the project schedule and complete the project within budget. Explain how your firm would develop a project budget and schedule at the schematic design stage of the Anacortes Multimodal Terminal project. What estimating and scheduling systems and management techniques does your firm employ to achieve success in completing projects with multiple phased permits on time and within budget? Provide the following additional information for each of the five projects listed in your firm's response to paragraph 6.4.1 above: (1) Original estimate (2) original guaranteed price (3) final contract price (4) original contract completion date (5) Date of Substantial Completion.

6.4.4 Location of the firms proposed. Demonstrate your firm's experience in successfully completing construction projects in the Skagit County/Anacortes area and your success in working with local subcontractors and suppliers, permitting officials and design professionals.

6.4.5 Recent, current and projected workload in addition to this project. What has been your annual volume (in dollars) of construction for the past five years? What is your anticipated volume for the current year and what is your plan for the next two years? How would your firm's participation in this project affect that plan? Provide the firm's bonding capacity and state the ability of the firm to bond this project. List the name, contact person and telephone number of your bonding agent, and include a statement from your bonding agent pertaining to the commitment to bond this project. In addition, complete the WSDOT Standard Questionnaire and Financial Statement found at Attachment I. Submit one (1) unbound copy the Bonding Information, WSDOT Standard Questionnaire and Financial Statement required by paragraph 6.4.5 in a sealed envelope marked "Confidential Material in Response to Section 6.4.5". This financial information will not be copied or distributed except as needed in the financial review process and will not be provided for other bidders to review. The information will be forwarded to the WSF financial consultant, reviewed and returned to the Respondent within two weeks after a firm is selected for MACC negotiations. If the information is found to be deficient, the Respondent will be given 48 hours to bring its proposal into conformity. The WSF reserves the right to reject any proposal, which, in its sole discretion, the WSF deems is non-responsive to this section.

6.4.6 Concept of the Proposal. Discuss the Project Team's approach to completing the project. Discuss the major challenges to successful completion and how the Team proposes to approach them. What expectations does the Project Team have for the WSF?

6.4.7 Accident Prevention Program. Provide evidence of your Health and Safety program. Indicate your accident occurrence rate and note any fatalities that may have occurred on your projects in the last three years. Provide

EMR (Experience Modification Rates) and OSHA 300 logs for the past three years.

6.4.8 Experience of the GC/CM Team in completing Preconstruction Services. Provide a short synopsis of your firm's approach to the following preconstruction responsibilities: Design review and commentary, document coordination, cost estimating, constructability review and commentary, during design, value engineering, site logistics, permitting and subcontract preparation and packaging. Provide two or more examples of the range of pre-construction services your firm has provided on previous GC/CM or private sector projects with a guaranteed maximum price (GMP Projects).

6.4.9 Quality Control. Provide a summary of your firm's approach to quality control during construction. In the summary, include a description of the quality control organization you plan to employ and the levels and authority of the individuals assigned quality control responsibility.

6.5 Interview. Should your firm be invited to an interview, questions will be directed solely to the proposed key project staff. At a minimum, the corporate executive dedicated to the project, the project manager(s), the project superintendent(s), project estimator(s), and the key individuals responsible for pre-construction services shall be in attendance. In addition to presenting their qualifications and experience and the Project Team's approach to the project, the interviewees will be expected to respond to questions from the panel regarding the firm's proposal as well as additional questions that might be posed in correspondence to the "most qualified" Proposers invited to an interview.

6.6 Final Proposals. Firms/teams asked to submit Final Proposals shall submit two bid numbers on a bid form to be provided for the Anacortes Multimodal Terminal. The first number shall be for the "Contractor's Fee," the second shall be for the "Specified General Conditions Work." The terms "Contractor's Fee" and "Specified General Conditions Work" will be specifically defined in the GC/CM Contract to be provided to those firms selected to submit Final Proposals. An example of the items that may be contained in Fee or Specified General Conditions is attached as Attachment II for information purposes only. WSF reserves the right to change, add and/or delete items for the Final Proposal.

6.6.1 State your Contractor's Fee as a percentage and multiply it by the MACC to determine a single lump sum number for the dollar amount of the Contractor's Fee. The dollar amount of the Contractor's Fee will be added to the dollar amount for the Specified General Conditions Work to determine a single number, the Proposer's Total Bid.

6.6.2 In completing the Bid Form, the Proposer must enter a number for both the Contractor's Fee and the Specified General Conditions Work. No other entries, modifications, or qualifications shall be made to the bid. Failure to comply in full with these requirements shall be grounds for a bid being declared

non-responsive. The WSF reserves the right to reject any or all bids, and to waive informalities or non-material irregularities in the bids received.

6.6.3 The name, address, and Contractor's license number of bidder shall be typed or printed on the bid in the space provided. The name must match the name on the bid guarantee.

6.6.4 Bids must be (1) submitted on the forms furnished by WSF or on copies of those forms, and (2) manually signed in ink. The person signing the bid must initial each page.

6.6.5 Proposers shall submit bids in the format provided in the Bid Form. Only the amounts and information asked for in the Bid Form furnished will be considered as the bid. All blank spaces must be filled in.

7. CONTRACTOR'S REGISTRATION

All Proposers must be registered by the Washington State Department of Labor and Industries in accordance with RCW 18.27.020.

8. BID GUARANTEE

Proposers selected to participate in the final step of the process shall furnish a bid guarantee in the form of a firm commitment, such as bid bond, postal money order, cash or cashier's check payable to WSF, in the amount of at least 5% of the total bid. WSF reserves the right to hold the bid guarantees of all Proposers until the successful proposer has entered into the contract and furnished the required bonds and insurance certificates, or for a period of 120 days, whichever is the shorter time.

9. MWBE GOALS

The WSF is committed to providing the maximum practicable opportunity for participation by minority and women-owned businesses (MWBE) in public works. Voluntary goals for this project have been established as 10% MBE and 6% WBE. Contractor shall prepare a MWBE Plan for achievement of these goals adhering to the requirements set forth in Section 10.10 of the GC/CM Modifications to the General Conditions. Such Plan must be reviewed and approved by WSF prior to any subcontract bidding. Pursuant to RCW 39.10.061, the Office of Minority and Women's Business Enterprises (OMWBE) will also review the Contractor's proposed MWBE Plan.

10. EVALUATION CRITERIA

All the proposals received will be reviewed by an evaluation committee. Each evaluation criterion has been assigned points based on its relative value to the contract as a whole. The criteria and their associated points are as follows:

- 10.1** Ability of Professional Personnel and Qualifications of the Firm (9 points).
- 10.2** Past performance on GC/CM projects. (5 points).
- 10.3** Past performance of the firm in completing similar projects. (6 points).
- 10.4** Ability of the Firm to meet time and budget requirements. (5 points).
- 10.5** Location (2 points).
- 10.6** Recent, current and projected workload, and capability of the firm including financial stability (5 points).
- 10.7** Concept of the Proposal (5 points).
- 10.8** Accident Prevention Program (5 points).
- 10.9** Preconstruction Services (6 points).
- 10.10** Quality Control (2 points).

Subtotal: 50 points

10.11 Interview (35 points). The Selection committee will review all conforming proposals received in response to this RFP, and based upon the results of their scoring of items (10.1) through (10.10) above, develop a short list of firms to interview. Interview scoring plan will be provided to short-list firms.

10.12 Final Proposals (15 points). The Firms/Teams that the Selection Committee believes to be most qualified based upon their evaluation of the submittals received in response to this Request for Proposals will be requested to submit Final Proposals for fee and specified general conditions. Final Proposals will be evaluated as follows:

Low Conforming Proposal	-	15 points
Proposals within 5% of Low Proposal*	-	12.5 – 14.5 points
Proposals within 10% of Low Proposal*	-	7.5 – 11.5 points
Proposals within 15% of Low Proposal*	-	0 – 6 points
Others	-	0 points

* Computed as follows:
$$\frac{\text{Proposal being evaluated} - \text{Low Conforming Proposal}}{\text{Low Conforming Proposal}} = \%$$

For each percent that the proposed sum of fee and general conditions work is higher than the low conforming proposal deduct ½ point up to 5%, one point up to 10% and one and ½ point up to 15%.

11.0 Final Selection. The Firm/Team with the highest scoring proposal resulting from the Selection Committee's evaluation of the submittal, the interview, and the final proposal will be selected for MACC Negotiations. (Total Possible: 100 points). In the event of a tie in total points, the firm/team with the lowest conforming final proposal will be selected.

Attachments:	Attachment I:	Standard Questionnaire and Financial Statement
	Attachment II:	Contractor's Fee, Specified General Conditions and Reimbursables
	Attachment III:	Contract Article 3 – Work of this Contract